



Position Description

Position Title:	Project Support Officer	Classification Level:	3
Position Number:	Generic	Reports to:	Senior Project Manager, L7
Directorate:	Building and Contracts	Supervises:	0 FTE
Branch/Section:	Operations	Location:	Regional

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Project Support Officer is responsible for liaising with clients and project officers regarding the initiation and progress of routine maintenance and property services works and preparing contract documentation for routine maintenance contracts using templates.

This position also assists in tendering works and assessing submissions, managing and administering non-complex contracts in accordance with documentation, and assisting in the preparation of annual maintenance programs for clients.

Responsibilities

- Liaise with clients and program managers regarding the initiation and progress of routine maintenance and property services works.
- Prepare contract documentation for client specific routine maintenance contracts using templates.
- Assist in the tendering of non complex works, assessment of submissions and preparation of tender recommendations.
- Monitor the progress of the works and issue instructions to the contractor.
- Manage and administer non complex contracts in accordance with documentation.
- Issue directions and variations, approve claims for payment and issue completion certificates.
- Prepare contractor performance reports.
- Undertake small projects related to building maintenance or improvement.
- Assist program managers in the preparation of annual maintenance programs.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.



Essential Requirements

- Significant experience in the use of computer software and systems.
- Sound communication, interpersonal skills, and the ability to deliver a customer-centric service.

Desirable Requirements

- Knowledge of principles of procurement and contract management.
- Experience in managing contracts and dealing with contracted service providers.
- Knowledge of and exposure to building industry practices.
- Knowledge of government procurement and contracting policies and procedures.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: D. Giles, HR Officer, October 2025

Classification Evaluation Date: July 2025